



DEPARTMENT OF THE NAVY

NAVAL STATION

MAYPORT, FLORIDA 32226-0112

IN REPLY REFER TO:

SOPA (ADMIN) MYPTINST 3440.2A CH-2
N6

15 May 02

SOPA (ADMIN) MAYPORT INSTRUCTION 3440.2A CHANGE TRANSMITTAL 2

Subj: DESTRUCTIVE WEATHER PLAN

Encl: (1) Revised pages M-1, N-3, P-1 and S-1; reprinted pages M-2 and N-4

1. Purpose. To issue Change 1 to the original instruction.
2. Action. Remove affected pages and replace with enclosure (1).

Matthew E. Schellhorn
MATTHEW E. SCHELLHORN

Distribution: (SOPA (ADMIN) MYPTINST 5605.1V)
Lists I and II
List III
CNRSE



DEPARTMENT OF THE NAVY

NAVAL STATION

MAYPORT, FLORIDA 32228-0112

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SOPA (ADMIN) MAYPORT INSTRUCTION 3440.2A CHANGE TRANSMITTAL 1

Subj: DESTRUCTIVE WEATHER PLAN

Encl: (1) Revised Page 1 of Enclosure (1) and pages M-1, N-3, P-1, S-1, T-3
and T-4 and reprinted pages 2, M-2 and N-4

1. Purpose. To issue Change 1 to the original instruction.
2. Action. Remove affected pages and replace with enclosure (1).

Matthew E. Schellhorn
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Distribution: (SOPA(ADMIN)MYPTINST 5605.1Q)
Lists I and II
List III
CNRSE



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IN REPLY REFER TO:

SOPA (ADMIN) MYPTINST 3440.2A
N6
15 May 00

SOPA (ADMIN) MAYPORT INSTRUCTION 3440.2A

Subj: DESTRUCTIVE WEATHER PLAN

Ref: (a) CNRSEINST 3140.1D

Encl: (1) Naval Station Mayport Destructive Weather Plan

1. Purpose. To establish policies and procedures to be followed prior to and during the occurrence of destructive weather to minimize damage to Naval Station (NAVSTA) Mayport property as required by reference (a) and to reduce the risk of injury to NAVSTA personnel.

2. Cancellation. SOPA (ADMIN) MYPTINST 3440.2.

3. Administrative Information

a. This is a major revision to the previous instruction; therefore, paragraph markings indicating additions, deletions, and revisions have been omitted.

b. Although the words "he," "him," and "his" are used in this manual to enhance communications, they are not intended to be gender driven.

4. Scope. This plan applies to all commands assigned to or located at NAVSTA Mayport and becomes effective upon receipt. This operational plan will be continually reviewed and revised as required. Aircraft hurricane evacuation procedures for NAVSTA Mayport are contained in COMHSLWINGLANTINST 3141.1B.

5. Background. Northeast Florida is subject to the following types of destructive weather: hurricanes, tropical storms, gales, thunderstorms, hail, tornadoes, flooding, freezes, ice, and snow storms. Due to increased activity during Hurricane Season and forecasted continued increase of activity, it is essential that NAVSTA Mayport and all personnel prepare for these phenomena.

6. Action. NAVSTA Mayport commands and departments are to become thoroughly familiar with the requirements of this plan. In addition, each department and tenant command must develop and maintain a detailed Destructive Weather and Emergency Management Action Plan. Copies and/or updates of these plans will be forwarded to the Naval Station Emergency Management Office, N6, no later than the 15th day of May each year.

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JOHN D. FURNESS

Distribution: (SOPA (ADMIN) MYPTINST 5605.1Q)
Lists I and II
List III
CNRSE

NAVAL STATION MAYPORT DESTRUCTIVE WEATHER PLAN

1. General

a. Destructive Weather Warnings - Flow of Information

(1) Destructive weather warnings are received from Naval Atlantic Meteorology and Oceanography Facility (NAVLANTMETOCFAC) Jacksonville and Naval Atlantic Meteorology and Oceanography Detachment (NAVLANTMETOC DET) Mayport. The NAVLANTMETOCFAC Duty Forecaster will recommend to the NAVSTA Mayport Command Duty Officer (CDO) the setting, modification, and subsequent canceling of appropriate conditions of readiness (COR). Higher authority may also direct COR. Notification of storm information and COR will be completed per Tab A.

(2) Upon receipt of a destructive weather warning, the Commanding Officer (CO), NAVSTA Mayport will designate COR to ensure adequate preparations are undertaken to minimize damage. In addition to the telephone, both warnings and COR will be disseminated by the most expedient means available, including electronic mail, radio, television, messengers, public address systems, and the Station Alert System (signal only, of a three to five minute steady alert tone). In addition to information received locally, COR can be obtained through the following website: <http://199.209.33.72/>. When required by circumstances or by the COR, the CO may activate the disaster control and recovery organization and, in certain situations, may also require the evacuation of the Station.

(3) The designation of destructive weather, tropical storm, or hurricane COR does not preclude the establishment of higher COR as deemed appropriate by the CO, nor is the setting of a lower COR a prerequisite for setting of a higher condition.

(4) Emphasis should be taken to differentiate check-list objectives between "**tropical storm**" and "**hurricane**" conditions of readiness.

(A

b. Emergency Operations Center (EOC)

(1) When directed by the CO, the EOC will be established at Building Two in the conference room. This is normally done when COR III is set. The Executive Officer, the CDO, Emergency Management Director/Fire Chief, Security Officer, Public Works Officer, Harbor Operations Officer, Air Operations Officer, Supply Officer, and Medical Officer will be present or represented at the EOC. If evacuation is necessary, Building 365 (Fire Department) will become the EOC if Building Two becomes uninhabitable due to weather conditions.

(2) The EOC telephone systems will be routinely checked, at least weekly during Hurricane Season and monthly during off times.

Enclosure (1)

(3) Department heads and/or functional commanders will ensure the status of their areas of responsibility is reported to the EOC and updated as changes occur. All departments are responsible for relaying the latest information to their respective staffs by the most expedient means available.

c. Commander, Navy Region Southeast (CNRSE) Emergency Radio Communications Network. The Emergency Communications Center (ECC) has the capability of communicating with the Naval Air Station Jacksonville Emergency Operations Center via CNRSE.

d. Emergency Communications Network. The network is tested weekly during the Hurricane Season.

e. City of Jacksonville Emergency Operations Center Emergency Radio Communications Network. The ECC has the capability of communicating with the City of Jacksonville Emergency Operations Center through the City of Jacksonville Emergency Operations Center Emergency Radio Communications Radio and Telephone Network. The network is tested weekly during Hurricane Season.

f. Regulatory Guidelines for Release of Civilian Employees. See Tab T for full information.

(1) Civilian personnel, not required for essential duties, who are secured prior to the end of their regular shift are administratively excused for the remainder of that shift and will be carried on administrative leave. Employees required for essential duties are expected to remain on duty.

(2) Employees who are notified prior to the end of their regular shift that the Station will be secured the following day may be charged annual leave for that day or excused administratively, depending upon the existing circumstances and the decision made by the CO, NAVSTA Mayport. Where such notice cannot be given; e.g., Condition I is set after regular working hours, employees will be administratively excused for that day. Radio or television does not constitute required advanced notice for civilian employees; therefore, all department heads are required to notify their personnel by the most convenient and/or expedient means available.

g. Communications

(1) Internal departmental communications will be established with operational functional teams and/or department units controlled by portable radio.

(2) Departments will have Ground Electronics install in all capable radios, the "Mayport Talk Around" disaster frequency. This frequency is for use during declared emergency situations and not for

general day-to-day conduct of routine or personal business. This frequency is monitored and recorded by the ECC.

(3) Notification to occupants of government quarters concerning warnings, evacuations, or changes to this plan will be achieved by radio, MWR television announcements, and the Security Department passing information door-to-door. The Housing Department will take the lead on residential notification.

h. Transportation/Vehicles

(1) During Hurricane Conditions III, II, and I, vehicular traffic will be the minimum required for continuing emergency operations. Ships/tenant commands and departments that are unable to evacuate their vehicles should turn them in to Public Works Transportation before sortie or evacuation. Government vehicles remaining onboard MUST be unlocked with keys in the ignition and full of fuel.

(2) Occupants of government quarters may use special buses or vans provided for travel to designated shelters, but use of individual privately owned vehicles is highly encouraged. Transportation requirements will vary depending upon emergency conditions.

(3) If evacuation becomes necessary, personnel living on base must expeditiously evacuate to designated hurricane evacuation shelters (see Tab M for shelter information and Tab P for directions to shelters) or leave the area via one of the emergency routes designated by the Jacksonville Emergency Preparedness Office and local authorities. Allow ample time for heavy traffic.

i. Essential Personnel. Essential personnel are those individuals designated by NAVSTA Mayport department heads as those required to remain onboard past final evacuation preparations for base closure and reentry. Designated essential personnel will be named on a list maintained by the Naval Station Emergency Management Office. Essential personnel reentry passes will be delivered to departments and issued at the discretion of the department head. Valid identification will be required to validate the Essential Personnel Pass. In general, tenant command personnel are not expected to remain onboard after initial evacuation or return until essential services are restored. Exceptions will be made on a case-by-case basis by the CO, NAVSTA Mayport.

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TAB A

EMERGENCY NOTIFICATION LIST

Upon receiving direction to set a Hurricane Condition, the following notification process will be activated.

NAVLANTMETOC DET Mayport will notify:

CO/XO/XD	270-5201
Administrative Department	270-5235
Naval Station Quarterdeck/CDO/OOD	270-5401
All Tenant Commands (ALLSHORACTS Mayport)	

Naval Station Quarterdeck will notify (within 10 minutes):

Public Affairs Office	270-5226
Personnel Support Activity Detachment, Mayport	270-5768
Fire Chief/Emergency Management Director	270-5335
Air Operations Officer	270-6130
Harbor Operations Officer	270-5266
Security Officer	270-6802
Supply Officer	270-6160
Housing Director	270-5730
Public Works Officer	270-5252
Public Works Operations Deputy	270-5532

Administration Department will notify:

Fleet Training Center	270-5243
SIMA	270-5126

Air Operations Department will notify:

AIMD Officer	270-6100
ISR Department	270-6162

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Commander, Anti-Submarine Light Wing, U.S. Atlantic Fleet 270-6693

Naval Air Maintenance Training Group Detachment 270-6330

Harbor Operations Department will notify:

Fuel Farm 270-5417

SUPSHIP JAX 270-5715

ATG 270-7410

Safety Department 270-5218

Security Department will notify:

Navy Exchange/Commissary Officer 247-5715

Family Service Center 270-6600

Human Resource Office 270-5271

Supply Department will notify:

Branch Medical Clinic 270-5555

Branch Dental Clinic 270-5351

United States Post Office 270-5560

Navy Federal Credit Union 246-7464

Public Works Department will notify:

Resource Management Office 270-5325

Resident Officer in Charge of Construction Jacksonville 270-5441

Morale, Welfare, and Recreation Department 270-5228

Construction Battalion Unit 420 270-5225

TAB B

STORM CATEGORIES AND DEFINITIONS

National Weather Service - Terms and Definitions

Tropical Disturbance	A moving area of thunderstorms in the tropics.
Tropical Depression	An area of low pressure, counterclockwise rotation of clouds and winds to 38 mph.
Tropical Storm	A low pressure area with wind speeds increasing from 39 to 74 mph. At this point, the storm is given a name.
Hurricane	When a Tropical Storm reaches winds of 74 mph or greater, it is classified as a hurricane.
Advisory	A dissemination of hurricane and storm data. Advisories are issued every six hours.
Special Advisory	A notice given any time there is a significant change in weather conditions or warnings.
Intermediate Advisory	A report updating regular advisory information. Issued every two to three hours, as necessary.
Gale Warning	Wind speeds of 39 to 54 mph expected.
Storm Warning	Wind speeds of 55 to 73 mph expected.
Hurricane Watch	A hurricane may threaten your area within 36 hours.
Hurricane Warning	A hurricane is expected to strike your area within 24 hours or less.
Tornado Watch	Tornadoes and severe thunderstorms are possible for your area.
Tornado Warning	Tornadoes have been detected in your area. TAKE SHELTER IMMEDIATELY.
Storm Surge	The low pressures and strong winds associated with hurricanes and tropical storms that cause the sea level to rise above normal tidal heights, giant waves and unpredictable currents over a 50 mile wide area.

Hurricane Categories

A hurricane's strength is normally described as being in one of five categories. These categories have been extracted from the SAFFIR-SIMPSON Hurricane Scale. They are listed along with the wind strengths and potential damage to be expected:

- CATEGORY ONE Winds 74 to 94 miles per hour. Damage primarily to shrubbery, tree foliage, poorly constructed items and unanchored mobile homes. Storm surges four to five feet above normal tide levels. Low lying coastal roads inundated. Minor pier damage and some small craft torn from moorings in exposed anchorage.
- CATEGORY TWO Winds 95 to 110 mph. Considerable damage to tree and shrubbery foliage. Some trees blown down. Major damage to poorly constructed items and some damage to other structures, such as damage to roofing materials. Storm surge of six to eight feet above normal tide levels. Low lying escape routes and coastal roads cut by rising water seven to eight hours before arrival of the hurricane center. Considerable damage to piers. Marinas flooded. Small craft in unprotected anchorage torn from moorings. Evacuation of some shoreline residences and low lying areas required.
- CATEGORY THREE Winds of 111 to 130 mph. Foliage torn from trees and large trees blown down. Poorly constructed items destroyed, damage to roofing materials, windows, and doors expected. Mobile homes destroyed and some structural damage to small buildings. Storm surge of nine to 12 feet above normal tide levels. Serious flooding at coast and small structures located there destroyed. Larger structures near coast damaged by battering waves and floating debris. Low lying escape routes cut by rising water nine to ten hours prior to hurricane center arrival. Major erosion of beach and single story residences on low ground within two miles of shore.
- CATEGORY FOUR Winds 131 to 155 mph. Shrubs, trees, and signs blown down. Extensive damage to roofing materials, windows, and doors. Complete failure of roofs on many small residences. Storm surge 13 to 17 feet above normal tide levels. Flat terrain two feet or less above sea level flooded up to six miles inland. Major damage to lower floors of structures near shore due to flooding and battering of waves and debris. Low lying escape routes inland cut by rising water 11 to 12 hours prior to hurricane center arrival.

CATEGORY FIVE Winds greater than 155 mph. Damage as stated in Categories one through four, plus complete failure of roofs on many residential and industrial buildings. Extensive shattering of window and door glass. Many complete building failures and small buildings overturned or blown away. Storm surge greater than 18 feet above normal tide levels. Low lying escape routes inland cut by rising water 12 to 13 hours before hurricane center arrival. Massive evacuation of residential areas in low grounds within five to ten miles of shore possibly required.

Navy Weather "Conditions of Readiness"

The Navy realized a need to associate a hurricane/tropical storm with an expected arrival time, hence a development of "Conditions of Readiness" (COR). Arrival time is considered when gale force winds are expected to arrive - NOT - the hurricane eye or tropical storm center passage. A standardized time of one day or 24 hours is used. The timing commences at the three day mark, because anything farther than three days away contains too many variables, and forecasts have little degree of accuracy. These COR are:

CONDITION V Minimal threat of destructive weather or winds.
CONDITION IV Threat of destructive winds within 72 hours.
CONDITION III Destructive winds of force indicated are possible within 48 hours.
CONDITION II Winds of destructive force indicated are within 24 hours.
CONDITION I Anticipated arrival of destructive winds of force within 12 hours or less.

NOTE

There are specific differences between Navy "Conditions of Readiness" and National Weather Service "Storm Categories."

CONDITIONS OF READINESS do not give any indication of the severity of a storm, and STORM CATEGORIES do not indicate an anticipated landfall time.

TAB C

SUGGESTED HURRICANE LOCKER INVENTORY

1. The following is a suggested departmental hurricane locker inventory list. Each department should determine the amount of items to be stocked, based on the planned needs of the department.

Insulated Jugs	Plastic Cups	Sand Bags
Plastic Bags	Bush Axe	Hand Saw
Nails	Lanterns	Claw Hammer
Scissors	Duct Tape	Making Tape
Leaf Rake	Garden Rake	Flat Shovel
Poncho	Flashlight	Batteries
Hatchet	Plastic Jugs	Line/Rope
Plastic Sheeting	Work Gloves	Storage Locker
Whistle	Wash Cloths	Goggles
Chemlights	Water Cans	

2. This list must be tailored to the individual needs of each department; therefore, changes are authorized as required.

3. Departments are responsible for the procurement and upkeep of all tools, equipment, and other articles in their respective hurricane lockers.

4. The Emergency Management Office will not stock sand bags, tape, or tools for general use. Each department and tenant command must determine its individual needs and plan accordingly.

5. Once the storm has been forecasted to make landfall and affect this area, these items will become nearly impossible to procure, and departments will most generally have to compete with the local community for them. It is best to purchase and store these items before they become precious commodities.

6. Most supplies are available through SERVMART, or they can be obtained locally through home improvement stores.

TAB D

ACTIVITY HURRICANE PREPARATION GUIDE

1. In preparation for the Hurricane Season, all commands and departments should complete the following checklist of precautionary items prior to the first of June each year.

a. Make a thorough periodic check of emergency teams, emergency facilities, and emergency forces.

b. Protect buildings and structures by:

(1) Providing instructions on the proper method of venting enclosed buildings and structures using windows, storm shutters, and similar means.

(2) Making careful inspection of buildings and surrounding areas in order to detect and remove potential sources of danger such as:

(a) Damaged, worn, or improperly secured doors, windows, or ventilation openings.

(b) Structural weaknesses resulting from worn or weather beaten supports, wooden light poles, or similar items.

(c) Gutters and drain pipes on buildings that are clogged, worn, or otherwise incapable of normal operation.

(d) Storm drains, sewers, holding ponds, and catch basins that have not been cleaned out and made ready for maximum capacity operation.

(e) Hazardous trees, especially those with rotted limbs or trunks.

c. Ensure that "hurricane kits" and emergency supply lockers are fully stocked with useable materials necessary to perform elementary repairs to electric power and lighting installations, plumbing and waste systems, and heating equipment.

d. Locate and mark all material that could be a potential missile hazard in hurricane force winds, including garbage cans, loose lumber, pails, benches, and similar loose gear. Be prepared to move these items to safe storage or have them lashed down.

e. Because some automotive equipment must be used during storm conditions, ensure that driver's compartments and cabs are as weather tight as possible, windshield wipers are fully functional, and vehicles are full of fuel.

f. Inspect and test all auxiliary systems such as communications, electric, light, power, and water supply. Verify that all fire fighting and water pumping equipment is operational. Ensure that procedures and methods are adequate and ready for practical application under the most severe conditions.

g. Ensure that all personnel understand the procedures to be followed in the event an evacuation is ordered. They should know evacuation routes, what to take when they leave, their designated refuge base, when and where they are expected to muster, and how to contact official Navy representatives and their command after the storm has passed.

h. Prepare a comprehensive recovery plan to implement after the storm passes. Include detailed procedures for restoration of essential services, personnel recall, and installation cleanup.

2. Tips for Securing Buildings

a. Inside buildings it is generally recommended that one or more doors or windows be kept open in the leeward side of the building; that is, on the side opposite to that against which the wind is blowing. This will permit some ventilation, making it more comfortable for the occupants and, under certain conditions, offer some protection against wind damage. If wind or flying objects create an opening on the windward side of the building, it is particularly beneficial to have some openings on the leeward side, otherwise pressure is imparted upon the building which increases the chances for damage to leeward walls and windows. If the interior is open to the roof, a windward opening will also add to the forces, tending to lift the roof. Conversely, the leeward opening under such conditions will reduce the forces tending to lift the roof.

b. In buildings divided by interior partitions, such as office and residential buildings, partition doors should generally be kept closed to avoid transmitting full suction on the leeward walls to the inside of the windward walls.

c. In buildings with large doors at both ends and with interior stock or equipment which would not be seriously damaged by water, it is recommended that doors on both ends be fastened partly open during the storm to relieve pressure on the doors and to help equalize internal pressure.

d. Doors or windows that can be easily closed should not be used for providing leeward openings.

e. Large doors should be securely braced against movement whether inward or outward.

f. Venetian blinds should be raised and securely tied back or removed entirely.

g. Loose material and moveable objects, such as garbage cans, should be placed where there is no danger of their being lifted and blown against a building or through a window.

h. Occupants should preferably stay in rooms on the leeward side of the building.

TAB E

HURRICANE/TROPICAL STORM CONDITION V CHECKLIST

As a general rule, the Navy moves to Hurricane/Tropical Storm Condition V at the beginning of the Hurricane Season (1 June) and remains at this stage of readiness until the end of the season (30 November).

The preparations outlined in this Tab are to be accomplished effective 1 June of each year. These preparations will remain in effect until the end of the Hurricane Season.

ACTION

RESPONSIBILITY

Ensure all housing residents have been notified to prepare a "hurricane basket" containing a minimum of three day's supply of non perishable food, water, and other essential items, including personal hygiene items, family books, games, and entertainment. Ensure all personnel are familiar with evacuation procedures, routes, and designated shelters, as well as recall and return procedures and requirements.

Housing

Ensure personnel are aware of specific duties and assignments under each condition. Ensure that damage preparation and recovery teams are identified. Verify training and submit training requests to the Emergency Management Office.

All Departments
and Tenants

Establish accounting procedures to capture costs relative to hurricane actions.

All Departments

Inspect areas monthly to identify and eliminate items that may be potential hazards during hurricanes. Ensure that building roofs are clean of debris and other potential missile hazards.

All Departments

Inventory and inspect hurricane locker monthly. Ensure that necessary repairs and replacements of defective gear are accomplished. Maintain records of inventory.

All Departments

Maintain capability to fuel emergency equipment on call.

Public Works

Cut down and/or trim trees that may be hazardous to property during hurricane winds.

Public Works

ACTION

RESPONSIBILITY

Prepare IDQ work statement for maintenance/
utility contractor.

Public Works

Update recall bill and forward to Emergency
Management Office.

All Departments

Ensure hurricane drill/training is conducted.

All Departments

Maintain awareness of possible hurricane hazards
created during this period such as outside storage
of potential missile hazards.

All Departments
and Tenants

Annually inspect entire Station to ensure all
portable buildings, trailers and small structures
are tied down. Initiate work requests for those
commands having structures not tied down.

Tenants, N4C,
and All
Departments

Department heads/tenants inspect areas under
their cognizance and take appropriate actions
to eliminate/identify hazards.

All Departments
And Tenants

Maintain an up-to-date list of dumpsters that
must be secured prior to the impact of hurricane
force winds.

Public Works

Ensure disaster recovery contracts and letters
are in place with out of area contractors.
Ensure required leases for emergency equipment
are in place.

Public Works

Identify "essential" civilian positions and
provide that information to HRO for inclusion in
personnel records.

All Departments

TAB F

HURRICANE/TROPICAL STORM CONDITION IV CHECKLIST

When Tropical Storm Condition IV is set, the following actions will be taken:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Make notifications as outlined in Tab A. Be sure to stipulate that the notifications are for Tropical Storm Conditions.	Various
Notify Contractors.	PW/ROICC
Scrub essential personnel list, submit updated information to the Emergency Management Office/ECC, FAX 06192.	All Departments
Put most recent storm information on e-mail and update as necessary.	Emergency Mgmt.
Ensure all hands are aware of weather information and conditions of readiness (COR).	All Departments
Place information on MWR Television (Channel 56).	MWR Department
Activate Departmental Tropical Storm Plans.	All Departments
Review instructions on higher levels of readiness and update recall bills.	All Departments
Begin storage of stanchions, portable signs, and barricades that are not in use.	Security
Ensure that shop areas, surrounding areas, and job sites are clean and clear of debris and loose materials.	PW/ROICC
Recheck buildings for material defects, giving special attention to defects that would permit wind or rain to enter. Report defects to the trouble desk at (05618).	All Departments
Inspect areas surrounding assigned buildings for loose material.	All Departments
Validate list of portable buildings/trailers, ensure they are properly anchored.	All Departments

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ACTION

RESPONSIBILITY

Validate list of dumpsters that may have to be moved if winds increase.

PW

Ensure that essential automotive and construction equipment is operational.

Transportation

Ensure emergency power units are fueled, tested and made ready for operation.

PW

Establish Disaster Communications network at ECC and test locally.

Emergency Mgmt.

Report Tropical Storm Condition IV set to the ECC, 270-5334/5335/6974.

All Departments

When Hurricane Condition IV is set, ensure all Tropical Storm Condition IV actions are taken. When making Tab A notifications, be sure to stipulate that it is for Hurricane Condition IV. In addition, the following will be accomplished:

ACTION

RESPONSIBILITY

Activate Departmental Hurricane Plans.

All Departments

Review/reevaluate pending work requests that are marked "URGENT FOR HURRICANE PREPARATION" as verified by Facilities Management Office and the Fire Chief/Emergency Management Director.

PW

Identify Damage Preparation/Recovery Team personnel to augment PW for hurricane preparations. SIMA to provide 30 personnel to augment NAVSTA Mayport Public Works. AIMD, identify/muster personnel for assignment to Red Cross Shelters.

PW/AIMD/SIMA

Inventory emergency supplies, ensure that the EOC is stocked with a minimum supply of five days food and water.

Supply Dept.

Confirm food requirements for damage preparation/recovery team personnel during Conditions III and II with XO and Fire Chief/Emergency Management.

Supply Dept.

Inventory emergency supplies and procure required replacements.

All Departments

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Commence removal of unnecessary dumpsters.	PW
Ensure valid cost accounting data is available to departments.	RMOC Mayport
Forward vehicle requirements for operations during Condition III to N4A.	All Departments
Forward vehicle requirements to Transportation.	N4A
Ensure all tank trucks are kept filled.	PW
Issue IDQ to maintenance/utility contractor.	PW
Commence shuttle from vehicle compound to wharf areas.	MWR
Submit requirements for emergency rations projected for Conditions II and I and list (by name) of all essential personnel to NAVSTA Supply Officer.	Emergency Mgmt.
Submit requirements for essential personnel BEQ/BOQ rooms to Housing.	Emergency Mgmt.
Back-up all computer data, prepare for shipment to secure areas.	All Departments
Ensure C-tractors are provisioned to capacity.	Harbor Ops
Coordinate and direct shuttling of all non-self-propelled craft to an assigned safe anchorage or mooring, utilizing C-tractors.	Harbor Ops
Coordinate berthing for disabled ships at Jaxport, Talleyrand wharf, or NSB Kings Bay.	Harbor Ops
Commence pick-up of target sleds/camels not in use.	Harbor Ops
Secure all equipment in test cell area. Ensure engine test bed trailers, fuel cells, and cabs are secured with a minimum six point tie down. Notify defueler to empty both test cell fuel tanks.	AIMD
Issue COMSEC gear to squadrons as required and properly secure all gear kept in safe.	CMS Custodian

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ACTION

RESPONSIBILITY

Notify Public Works to be on stand-by with a 20,000 lb forklift, flatbed trailer, and driver in the event movement of the engine test cell cab is required. (Category III, IV, and V storms only.)

AIMD

Move all engines, components, and electronic engine test equipment to a safe location at NAS Jacksonville. (Category III, IV, and V storms only.)

AIMD

Liaison with local community and school systems regarding evacuation plans and timelines.

Emergency Mgmt.

Issue "Essential Personnel" passes for individuals who are ESSENTIAL to the recovery of the Station after the storm has passed. Ensure personnel have proper identification to validate the passes.

All Departments

Report Hurricane Condition IV set to the ECC, 270-5334/5335/6974.

All Departments

TAB G

HURRICANE/TROPICAL STORM CONDITION III CHECKLIST

When Tropical Storm Condition III is set, the following actions will be taken:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Make notifications as outlined in Tab A. Be sure to stipulate that the notifications are for Tropical Storm Conditions.	Various
Notify Contractors.	PW/ROICC
Put most recent storm information on e-mail and update as necessary.	Emergency Mgmt.
Ensure all hands are aware of weather information and conditions of readiness (COR).	All Departments
Place information on MWR Television, (Channel 56).	MWR Department
Activate Departmental Tropical Storm Plans for Condition III.	All Departments
Review instructions on higher levels of readiness and update recall bills.	All Departments
Continue storage of stanchions, portable signs, and barricades that are not in use.	Security
Report Tropical Storm Condition IV set to the ECC, 270-5334/5335/6974.	All Departments

When Hurricane Condition III is set, ensure all Tropical Storm Condition III actions are taken. When making Tab A notifications, be sure to stipulate that it is for Hurricane Condition III. In addition, the following will be accomplished:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Activate Departmental Hurricane Plans.	All Departments
Confirm food requirements for damage preparation/recovery team personnel during Condition II with XO and Emergency Management.	Supply Dept.

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ACTION

RESPONSIBILITY

Inventory emergency supplies and procure required replacement.	All Departments
Continue removal of unnecessary dumpsters.	PW
Continue shuttle from vehicle compound to wharf areas.	MWR
Continue back-up all computer data, prepare for shipment to secure areas.	All Departments
Continue shuttling of all non-self-propelled craft to an assigned safe anchorage or mooring, utilizing C-tractors.	Harbor Ops
Continue pick-up of target sleds and camels not in use.	Harbor Ops
Continue securing all equipment in test cell area. Ensure engine test bed trailers, fuel cells, and cabs are secured with a minimum six point tie down.	AIMD
Move all engines, components, and electronic engine test equipment to a safe location at NAS Jacksonville. (Category III, IV, and V storms only.)	AIMD
Determine suitable time, if necessary, to enact evacuation of housing and non-essential personnel from Station.	CO/XO/ Emergency Mgmt./ Department Heads
Notify City of Jacksonville/Red Cross if decision is to evacuate.	Emergency Mgmt.
Identify transportation for evacuation if necessary.	CO/XO/PW/ Emergency Mgmt.
Notify essential personnel to stand by to perform duties under Condition II.	All Departments
Damage preparation/recovery teams muster with Public Works.	All
Inventory emergency medical supplies.	Medical/ Fire Dept.
Commence removal/shut down of identified portable emergency generators and Pump motors.	PW

ACTION

RESPONSIBILITY

Ensure housing evacuation notices are promulgated when directed by the CO.	Housing/ Security
Expedite repairs on equipment essential to operations.	PW
Fill water storage tank to capacity.	PW
Provide fuel for use in lanterns, portable pumps, and emergency equipment.	NEX
Secure chlorine storage tanks at the swimming pool.	PW
Secure all propane tanks.	PW
Secure doors and windows in inactive buildings.	PW
Recheck assigned areas for debris and loose objects.	PW
Prepare to set up and man evacuation centers per Red Cross Agreement.	Emergency Mgmt./ AIMD
Recall all support equipment as applicable. Store all support equipment inside. Utilize building 1600 for overflow items and secure building.	AIMD
Double plastic bag all electronic/electrical equipment, computers, etc., and store as high as possible in interior rooms if available. Bag and store all software. Plastic wrap all books, pubs, binders, etc.	All Departments
Relocate hazardous waste containers and drums from 30 day storage sites to inside permanent facilities.	All Departments
Increase tie downs on engine test cell cab as required. Minimum of 12 points.	AIMD
When directed by SOPA, move disabled ships to Jaxport Talleyrand wharf.	Harbor Ops
Move all YDs, YCs, and YONs; service craft; and C-tractors to Blount Island hurricane anchorage.	Harbor Ops
Provide the Jacksonville City Emergency Command Center with a copy of NAVSTA's essential personnel list for reentry through the roadblocks after the hurricane passes.	Emergency Mgmt.

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ACTION

RESPONSIBILITY

Emergency personnel required during Condition I or II can be excused when directed to arrange for the safety of their dependents and personal property.

All Departments

Inform civilian employees as to their status when secured, whether annual leave or excused administrative leave. Inform them that recall will be broadcast over local radio and television stations. Refer to Tab T for full details on civilian status.

All Department

Move all designated oil spill equipment to Craig Field.

Harbor Ops

Liaison with local community and school systems regarding evacuation plans and timelines.

Emergency Mgmt.

Bike removal from piers.

Harbor Ops/
Security

Clear trailers/cargo/contractor equipment
From piers.

RSG/SIMA/
Harbor Ops

Board up windows as needed.

PW

Report Hurricane Condition III set to the ECC,
270-5334/5335/6974.

All Departments

TAB H

HURRICANE/TROPICAL STORM CONDITION II CHECKLIST

When Tropical Storm Condition II is set, the following actions will be taken:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Make notifications as outlined in Tab A. Be sure to stipulate that the notifications are for Tropical Storm Conditions.	Various
Notify Contractors.	PW/ROICC
Put most recent storm information on e-mail and update as necessary.	Emergency Mgmt.
Ensure all hands are aware of weather information and conditions of readiness (COR).	All Departments
Place information on MWR Television (Channel 56).	MWR Department
Activate Departmental Tropical Storm Plans for Condition II.	All Departments
Review instructions on higher levels of readiness and update recall bills.	All Departments
Conduct inspection of family housing areas to ensure all property is secured and area is free from missile hazards.	Housing/ Security
Continue storage of stanchions, portable signs, and barricades that are not in use.	Security
Report Tropical Storm Condition I set to the ECC, 270-5334/5335/6974.	All Departments

When Hurricane Condition II is set, ensure all Tropical Storm Condition II actions are taken. When making Tab A notifications, be sure to stipulate that it is for Hurricane Condition II. In addition, the following will be accomplished:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Continue departmental hurricane preparations.	All Departments
Move Emergency Management Recovery Trailer to safe location.	Fire Department

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<u>ACTION</u>	<u>RESPONSIBILITY</u>
Secure booms in saddles of mobile cranes.	PW
All equipment not needed during Hurricane Condition I will be parked and left unlocked where it would receive the most protection. Leave keys in vehicles.	PW
Continue shuttle from vehicle compound to wharf areas.	MWR
Determine essential duty personnel and notify them of their status (remain on duty, standby, or evacuate).	All Departments
Secure personnel not required for essential duties in accordance with instructions issued by the CO/XO.	All Departments
Secure all non-fly-away aircraft are in hangars. Assist in evacuation of aircraft when directed by higher authority.	Air Ops
Prepare all utility plants for shut down and protection against weather.	PW
Confirm with the EOC which emergency generators generators will be left operational.	PW
Secure chlorine tanks in all plants.	PW
Commence plans for final evacuation of remaining personnel upon order of CO.	All Departments
Notify City of Jacksonville/Red Cross if decision is to evacuate final Command Staff personnel.	Emergency Mgmt.
Identify transportation for final evacuation if necessary.	CO/XO/PW/ Emergency Mgmt.
Report Hurricane Condition II set to the ECC, 270-5334/5335/6974.	All Departments

TAB I

HURRICANE/TROPICAL STORM CONDITION I CHECKLIST

When Tropical Storm Condition I is set, the following actions will be taken:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Make notifications as outlined in Tab A. Be sure to stipulate that the notifications are for Tropical Storm Conditions.	Various
Notify Contractors.	PW/ROICC
Put most recent storm information on e-mail and update as necessary.	Emergency Mgmt./ ECC
Ensure all hands are aware of weather information and conditions of readiness (COR).	All Departments
Place information on MWR Television (Channel 56).	MWR Department
Activate departmental tropical storm plans for Condition I.	All Departments
Complete storage of stanchions, portable signs, and barricades.	Security
Report Tropical Storm Condition I set to the ECC, 270-5334/5335/6974.	All Departments

When Hurricane Condition I is set, ensure all Tropical Storm Condition I actions are taken. When making Tab A notifications, be sure to stipulate that it is for Hurricane Condition I. In addition, the following will be accomplished:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Notify remaining Contractors.	PW/ROICC
Commence securing of power grid (CO discretion).	PW
Evacuate Emergency Command Center personnel to Building 110, NAS Jacksonville, and set up satellite Naval Station Mayport Operations Center.	Applicable Personnel/ EOC
Evacuate ECC Operations to Red Cross shelter(s) as manned by Fire/Security.	Emergency Mgmt./ ECC

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ACTION

Position essential equipment as necessary,
ready for immediate return.

All damage preparation, recovery teams, Security
and Fire Departments muster at Abess Elementary
on Abess Blvd.

Per CO's order, completely evacuate base, move to
inland stand-by center at Sable Palm Elementary
or Abess Elementary.

RESPONSIBILITY

PW

Applicable
Personnel/
Recovery Teams
(Tab J)

Remaining
Personnel

TAB J

EMERGENCY RECOVERY ACTIONS AND BASE RECONSTITUTION PLAN

1. Because of the precarious seashore location and the abundance of wetlands and lowlands surrounding NAVSTA Mayport, substantial destruction could occur in the event of a powerful hurricane. (Category III or higher). High wind conditions in addition to high tides and the hurricane's storm surge could submerge most structures on the Naval Station. Early warning, close coordination of available assets, and a comprehensive response plan are essential not only to restore the Station to fully operational conditions after a major disaster, but to achieve it safely and effectively.

2. Responsibilities:

a. Commanding Officer. Direct base recovery operations and provide emergency assistance to local community as directed or required. Provide higher authority with damage assessment and course of action after weather phenomena has struck the area.

b. Executive Officer/Executive Director. Assist the NAVSTA CO in his duties and continue monitoring all personnel issues.

c. Fire Chief/Emergency Management Director. Principal advisor to the CO on all matters concerning Military Assistance to Civil Authorities. Primary liaison with local community disaster response agencies and City of Jacksonville Office of Emergency Operations.

d. Public Works Officer. Notify appropriate personnel to ensure utilities are restored, giving priority to medical and messing facilities. Coordinate with contractors for any other emergency service and/or requirements to restore normal operations throughout the Station. Be prepared to provide building, facility, and utility plans as needed, coordinating for a quick recall of expert construction and utility trades' personnel. Coordinate the use of CBU 420 and Disaster Preparation/Recovery Teams as needed.

e. Supply Officer. When directed, activate emergency messing facilities in order to feed working parties and other disaster recovery personnel. Ensure sufficient supplies of potable water are available in the event the Station water system is unavailable for use. Coordinate with Emergency Management on the procurement/storage of MRE's for emergency messing.

f. Security Officer. Restore and maintain Station perimeter, maintaining security operations as required. When ordered, restore security throughout the Station following the storm.

g. Harbor Operations Officer. Restore harbor. Perform fathometer survey of harbor. Assess damage. Reconnect fendering systems. Take action as necessary to reopen port.

h. OIC Branch Medical Clinic. Coordinate and supervise all efforts to restore medical facilities and services throughout the Station. Coordinate with the Station Fire Department for availability of Paramedic and EMT personnel and equipment.

3. Priority of Recovery

a. Priority 1 Systems

(1) Electrical power damage assessments, estimated recovery time, recommendations, restoration plan requirements.

(2) Road access with primary emphasis on main transportation routes and critical access roads.

(3) Security of Station, Station operations, traffic, and access control.

(4) Radio, radar, and telephone communications.

(5) Airfield damage assessment, estimate of recovery time, recommendations, restoration plan, and requirements.

(6) Harbor operations damage assessment, estimate of recovery time, requirements, and restoration.

(7) Fresh water and firefighting water.

(8) Sewage systems and treatment.

(9) Potable water.

(10) Fire Department services, rescue, ambulance, and HAZMAT operations.

(11) Base underwater survey.

b. Priority 2 Systems

(1) Clinic and Medical services

(2) Galley operations

(3) Pier services and basin operations

(4) Fueling operations

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- (5) Family Service Center operations
- (6) Housing services
- (7) AIMD
- (8) Air Operations

TAB K

INDIVIDUAL DEPARTMENTAL PLAN

Naval Station Mayport
Emergency Management Action Plan

NOTE: This plan is only a generic outline. It includes recommendations of items that should be included in a disaster plan. Depending on the type of business (department) using this plan, more or less information may be required.

*(***indicates areas to be individually
used by the department developing a plan)*

PREFACE

The purpose of this Tab is to acquaint department heads and special assistants with procedures and tasks to be accomplished prior to, during, and following a hurricane, emergency, or natural disaster.

This Tab has been prepared by the Naval Station Mayport Office of Emergency Management as a guideline for tenants, department heads, and special assistants in the formulation, development, dissemination, and exercise of their individual plans.

This plan or its annexes should not be viewed as a comprehensive outline of duties and responsibilities for each department or the answer to all questions or concerns. Individual issues of interest and specific areas of concern by departments are best addressed by separate departmental technical representatives.

The use and familiarization of this plan shall be the responsibility of the departmental supervisors. Although this plan addresses many areas above and beyond destructive storms, it is recommended that departmental supervisors brief all employees to ensure their understanding of the plan at the onset of the Hurricane Season (1 June).

Each supervisor in turn should review this plan with the division officers of his department at least three times during the Hurricane Season, preferably in June, August, and September, and once more during the hurricane off season.

The following sections contain a checklist of tasks to be performed by each department head/special assistant and their respective division officers. During the preparation phase, department heads may have to intervene in reassigning available supervisors and personnel to accomplish all vital and immediate tasks.

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Individual departmental plans shall be forwarded to the Office Emergency Management, Code N6, Building 365, for inclusion in the Naval Station Mayport Master plan. More in-depth information concerning writing a departmental plan may be obtained from the Emergency Management Office.

The following is a suggested outline for preparing a departmental plan.

CONTENTS

I. EXECUTIVE SUMMARY

II. VULNERABILITY ANALYSIS

- A. Internal Plans and Policies
- B. Codes and Regulations
- C. Critical Products, Services, and Operations
- D. Internal Resources and Capabilities
- E. External Resources
- F. Probability and Potential Impact Analysis

III. CONCEPT OF OPERATIONS

- A. Command Responsibilities
- B. Department Head/Special Assistant responsibilities
- C. Emergency Preparedness Shopping List

IV. HAZARD SPECIFIC INFORMATION

- A. Fire
- B. Hazardous Material Incidents
- C. Floods
- D. Hurricanes
 - 1. Hurricane Terminology
 - 2. A Walk Through a Storm
- E. Tornadoes
- F. Severe Thunderstorms

- G. Technological Emergencies
- V. DAMAGE ASSESSMENT/RECOVERY
- VI. DAMAGE ASSESSMENT REPORT
 - A. Physical Plant Damage
 - B. Utilities
 - C. Supply Inventory
 - D. Equipment Damage
 - E. Personnel Assessment
- VII. EMPLOYEE RETENTION PLAN AND CONTINUANCE OF OPERATIONS
 - A. Manpower Shortage Prevention
 - B. Disaster Assistance for Employees
- VIII. AFTERMATH -- WHAT IT WILL BE LIKE
- IX. REOPENING FOR CLEANUP AND RECOVERY
- X. EMERGENCY TELEPHONE NUMBERS
- XI. INTERNAL TELEPHONE DIRECTORY
- XII. BUILDING/SITE MAPS
- XIII. RESOURCE LIST

TAB L

DEPARTMENTAL ACTIONS/RESPONSIBILITIES

The following actions will be taken for Thunderstorm Conditions and Severe Thunderstorm Conditions:

Thunderstorm Condition II

Ensure sites having emergency generator capabilities possess the ability to switch to emergency power.

Upon notification by the CDO, alert all outdoor activities that they should be suspended and for participants to seek shelter, as warranted.

Thunderstorm Condition I

Ensure sites having emergency generator capabilities possess the ability to switch to emergency power.

Secure all outdoor activities.

Verify that refueling is secured when lightening is within five miles of NAVSTA Mayport.

TAB M

EVACUATION SHELTERS AND THE AMERICAN RED CROSS

1. Naval Station Mayport has entered into an agreement with the American Red Cross, Northeast Florida Chapter, to staff two emergency evacuation shelters. Due to their proximity to the Naval Station, Sable Palm Elementary School on Kernan Boulevard and Abess Park Elementary on Abess Boulevard have been assigned to the Naval Station. The following personnel assignments are required:

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a. Medical. Three Paramedics, EMT's or medical Corpsmen, and an ambulance at each site to provide for emergency first aid or medical assistance to sheltered individuals. Total personnel = 6.

b. Security. Two uniformed Police Officers, military or civilian, to assist the Jacksonville Sheriff's Office who will be on site for shelter security. These personnel will handle all problems that are unique to the military and dependent shelter population. Total personnel = 4.

c. Supply Department. Four personnel per site to assist in feeding sheltered individuals. The school cafeteria manager will be responsible for the preparation and serving of meals, and NAVSTA personnel will assist. Total personnel = 8.

d. Aircraft Intermediate Maintenance Detachment, Mayport (AIMD). Due to the nature of the mission and the availability of competent personnel, AIMD is tasked with providing personnel to assist in the shelter operation. With the exception of the Assistant Shelter Manager, any level of non-rate or petty officer may be used to fill the need. Ten personnel per site are required as dormitory managers. This duty includes entrance and exit control; assigning sleeping areas; coordinating logistics for cots, blankets, registration of shelter occupants, etc. These personnel will also provide general information and handle issues as they arise. Total personnel = 20.

NOTE: The respective school principal is designated as the Shelter Manager. Red Cross requests the assignment of one senior enlisted person and two alternates per site to serve as assistants to the principal (included in total count above).

e. Fleet and Family Support Center. Two mental health professionals per shelter to provide counseling services to seniors and children. Total personnel = 4.

f. Chaplains' Office. One chaplain at each of the shelters. Total personnel = 2.

g. Red Cross Disaster Services

(1) Responsibilities. The American Red Cross is responsible, under Congressional charter, for the relief of families and individuals suffering from the effects of those disasters in which persons are helpless and suffering and, as a result, require assistance in meeting basic needs. In a disaster or emergency situation, the protection and care of families is a basic responsibility of any governmental group. However, primary responsibility in this situation rests with Civil Defense. The Red Cross serves in a supporting role. The Red Cross will assist in disaster situations to attend to the needs of people, while Civil Defense will oversee the coordinated response effort. Red Cross Disaster Relief Services, if authorized, will be coordinated through the appropriate Army Command and Red Cross Field Director. The Red Cross will provide shelter sites, shelter managers, mass care workers, training for Naval Station shelter personnel, and emergency assistance to exceptional family members if required.

(2) Department of the Army Agreement with Red Cross for Military Supplies. A cooperative agreement exists between the American Red Cross and the Department of the Army, whereby the American Red Cross will be furnished military supplies, equipment, or services when involved in natural disaster relief activities (references: AR 500-60; May 6, 1996; Disaster Handbook, ARC 23; Disaster Relief, ARC 1587). The Red Cross can be expected to request assistance of armed forces when local resources are clearly inadequate. The Red Cross, when accepting military supplies, equipment, and services will exercise reasonable care to restrict their use for relief purposes only. Non-expendable supplies and equipment will be returned to the military as soon as the emergency is over. Local Red Cross Chapters, when circumstances permit, will channel requests for military material and assistance through the appropriate domestic area office and appropriate CONUS Army Command.

TAB N

RESPONSIBILITIES

The Commanding Officer (CO) is responsible for the state of readiness of NAVSTA Mayport and shall ensure the proper dissemination of this instruction. In addition, he directs preparedness prior to the arrival of a tropical storm or hurricane, activates the Disaster Control Organization if deemed necessary, and coordinates recovery operations.

The Executive Officer (XO) is designated as Hurricane and/or Tropical Storm Officer; responsible for all reports to higher authority. He will assist the CO as required and assume command in his absence. In addition, he will implement the Naval Station Recall Bill for essential personnel when required and coordinate status reports in the setting of readiness conditions from departments/tenant commands.

The Fire Chief/Emergency Management Director shall assist the CO and XO in preparing plans for destructive weather. As the CO's principal advisor in the coordination of all matters related to the emergency situation, and resident expert on Emergency Management issues, he is responsible for the collection and dissemination of emergency reports in accordance with this instruction and shall keep the chain of command and all key personnel informed as necessary. In addition, he will:

Gather all required reports to ascertain readiness status of departmental hurricane preparations.

Maintain a hurricane response trailer (mobile hurricane locker) for use after the storm.

Coordinate with state and local authorities in matters concerning local police support, evacuation routes, and emergency communications.

Act as liaison between civilian and military Emergency Management Officials, keeping local authorities informed of DoD efforts.

Officer in Charge, Naval Atlantic Meteorology and Oceanography Detachment Mayport will keep all levels of the command informed of conditions by briefing commands on all relevant weather information and recommending weather condition setting to the CO.

Command Duty Officers and Officers of the Day (CDO/OOD) will assist the CO and XO in discharging their duties and be responsible for answering all message traffic pertaining to hurricane or tropical storm condition setting (coordinated with the Emergency Operations Center (EOC) during Conditions III and II). In addition, they will:

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Relay messages, accept reports, and maintain such records as necessary to show the Station's state of preparedness. Every effort will be made to keep the XO and the Emergency Management Director appraised of progress/problems as the situation warrants. The CDO has the authority to order and initiate preventive and rapid response efforts necessary to avoid or minimize damage to government property or injury to personnel.

The CDO/OOD will be thoroughly familiar with this instruction and procedures for notifying department heads, tenant CDO's, and fleet units of destructive weather warnings and the setting of readiness conditions. Emergency notification list may be found in Tab A.

The CDO will also log proper entries concerning relevant items and significant events as required.

Departments and tenant activities of NAVSTA Mayport shall adhere to the seasonal hurricane condition requirements during the period 1 June to 30 November. In addition, they shall:

Distribute instructions to all personnel on the various precautionary measures to be taken in the event destructive weather or damaging winds strike the Mayport area.

Inspect areas of responsibility for faulty or dangerous structures and, where such conditions cannot be corrected by department action, submit a work request for correcting the faulty condition, labeling the request urgent for hurricane/destructive weather preparations to the Public Works Officer with a copy to the Emergency Management Director.

Locate and identify all materials such as garbage cans, loose lumber, all portable fire extinguishers, picnic benches, empty pallets, etc., that can become dangerous missile hazards during destructive weather. Be prepared to move these items to safe storage or to have them lashed down.

Evacuate the base when directed by the CO of NAVSTA Mayport. There are no shelters onboard the Naval Station for any tenant command to remain.

All fire extinguishers located outside will be removed and stowed during Condition III.

Sandbags will not be stored or issued by the Naval Station. Departments and tenant commands requiring sandbags should evaluate their needs PRIOR TO HURRICANE SEASON and secure a sufficient supply for their needs.

Report Conditions of Readiness to the Emergency Communications Center 270-5335.

Public Works Officer will coordinate with appropriate contractor personnel to meet all requirements specified in this instruction including the following:

Stenciling and precutting boarding material for designated buildings, and supply motorized vehicles as required.

Developing a plan to fill and cap off the existing fresh water holding tank, making the contents accessible upon reconstitution of the Station after evacuation.

Environmental Division shall coordinate with the HSL Squadrons, DESRONs, department heads, and tenant commands to ensure all hazardous waste is properly stored during destructive weather conditions.

Develop and maintain a list of buildings that will require plywood to board windows and doors during a tropical storm or hurricane. Procure and store wood.

Supply Department will make preparations for emergency messing.

Branch Medical Clinic Mayport will operate first aid stations in designated evacuation sites (three personnel per site). Two NAVSTA shelters will be established in local schools. Abess Elementary School on Abess Boulevard and Sable Palm Elementary School on Kernan Boulevard have been designated as Naval Station Mayport Primary Evacuation sites. Manage medical supplies.

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In the event of Mass Casualty Incident (MCI), the NAVHOSPB MEDCL and Jacksonville Fire/Rescue must be notified immediately. Officers in charge of both offices, with the assistance of the CDO and the Fire Department, shall coordinate the rescue efforts.

Harbor Operations Department will provide C-tractors and other services as necessary for afloat units to execute the sortie plan.

Ensure all pier and waterfront industrial areas are clear of loose gear and/or missile hazards.

Coordinate with SUPSHIP Jacksonville and contractors concerning gear adrift on piers and in industrial areas.

Air Operations Department will provide air traffic control and flight plan services to tenant squadrons and assist in evacuation of aircraft. Ensure airfield ramp areas are clear of loose gear or missile hazards.

Housing Department will make preparations for emergency berthing of essential personnel.

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SUPSHIP Jacksonville will coordinate efforts of civilian contractors in preparation for tropical storms or hurricanes. They will ensure contractors' equipment on piers is properly stored and/or removed from the Station. Additionally, they will ensure mobile office facilities are properly secured or removed from the Station.

SIMA Mayport will provide 30 Sailors to augment the NAVSTA Mayport Disaster Preparation/Recovery Team. To minimize effect on families and ensure availability of members, recommend those members not having family in the area be appointed.

Other tenant commands, ships and squadrons:

NAVSTA Mayport does not anticipate other personnel requirements. Augmentation requirements will be on a case-by-case basis. Unless otherwise notified, proceed with preparations and plans to sortie or evacuate with entire crew or staff when directed.

TAB O

EVACUATION PROCEDURES FOR PETS

The Jacksonville Humane Society and Animal Care and Control do not have provisions for accepting pets during periods of emergency. The following suggestions and list of area hotels are provided for the convenience of personnel with these concerns:

Animals should have a carrier that is large enough for the animal to stay for a prolonged period of time. The animal should be able to stand up comfortably and move around.

Cat owners need to have carriers that are large enough to hold the cat, a litter box, and food/water.

Owners must bring enough food and cat litter for their animal for approximately five days. Additionally, owners should bring food bowls, water bowls, cat litter pan, medications, and vaccination records.

Dog owners should bring a leash/collar for their dog.

The following hotels/motels will accept pets in an emergency situation:

AMERISUITES 8277 WESTERN WAY CIR. (BAYMEADOWS AREA) No additional fee in emergency situations	737-4477
COMFORT SUITES 8333 DIX ELLIS TRAIL (BAYMEADOWS AREA) \$20.00 non-refundable deposit (one time fee)	739-1155
COURTYARD 7070 S. LENIOR AVE. (BAYMEADOWS AREA) No additional fee in emergency situations	296-2828
EMBASSY SUITES 9300 BAYMEADOWS RD. \$50.00 non-refundable deposit (one time fee)	731-3555
HOLIDAY INN 9150 BAYMEADOWS RD. No additional fee in emergency situations	737-1700
HOMEWOOD SUITES 8737 BAYMEADOWS RD. \$75.00 non-refundable deposit (one time fee)	733-9299
MARRIOTT SOUTHPOINT 4670 SALISBURY RD. (DEERWOOD AREA) Only during emergencies, fees vary	296-2222
RAMADA INN I-295 & SAN JOSE BLVD. \$10.00 Initial, plus \$5.00 per day non-refundable	268-8080

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RESIDENCE INN ON GATE PARKWAY 10551 DEERWOOD PARK BLVD. 996-8900
\$75.00 non-refundable deposit (one time fee)

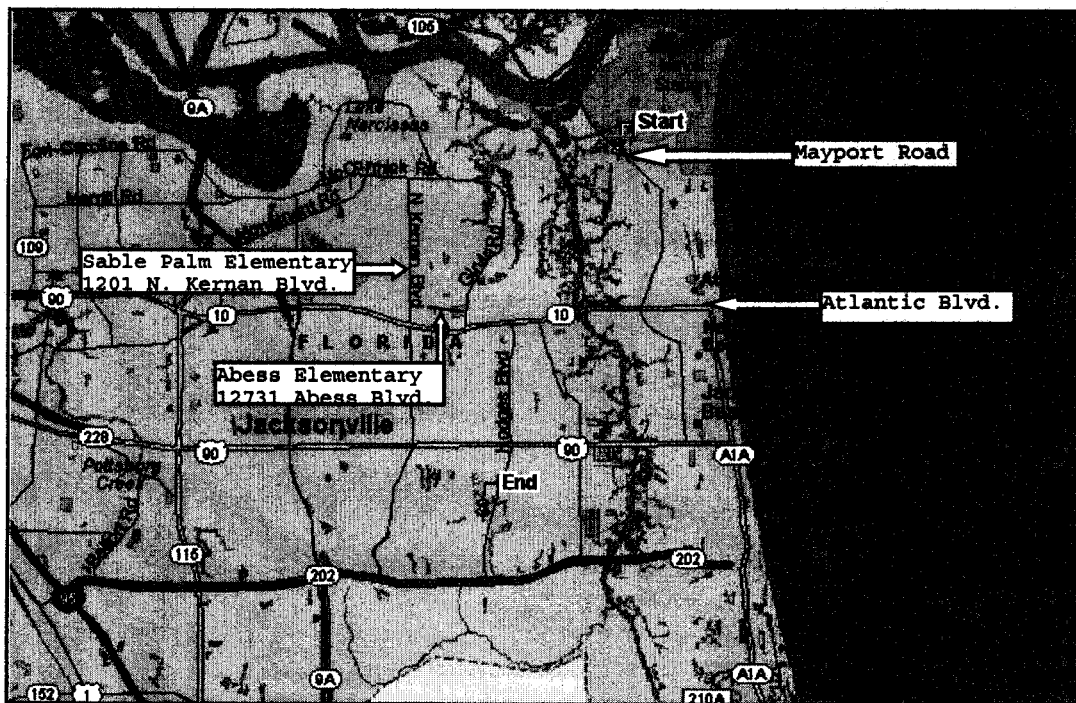
RESIDENCE INN BAYMEADOWS 8333 DIX ELLIS TRAIL 739-1155
\$75.00 non-refundable deposit (one time fee)

TAB P

DIRECTIONS AND MAP TO EVACUATION CENTERS

From Naval Station Mayport, proceed South on Mayport Road to Atlantic Boulevard. Turn right (West) onto Atlantic Boulevard. Proceed West (toward downtown Jacksonville) on Atlantic Boulevard to Kernan Boulevard. Turn right on Kernan to 1201 North Kernan Boulevard, Sable Palm Elementary School, on the right, a short distance from Atlantic Boulevard. The Secondary Shelter, Abess Park Elementary School is located at 12731 Abess Boulevard. From Atlantic Boulevard, turn right on Girvin Road, turn left onto Abess Boulevard. See map below.

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TAB Q

COMMANDER, NAVY REGION SOUTHEAST
DISASTER SITUATION REPORT MESSAGE FORMAT

FROM: NAVSTA MAYPORT FL//00//
TO: COMNAVREGSE
INFO: OTHER SUPPORTING AGENCIES (CONTRACTORS, USCG, ETC.)

BT

UNCLAS//N03000//

MSGID/GENADMIN/NAVSTA MAYPORT/-/MONTH//

SUBJ/DISASTER SITUATION REPORT FOR HURRICANE XXX OPERATIONS//

POC/NAME/RANK/COMMAND/-/TEL: VOICE NUMBER/TEL: FAX NUMBER//

RMKS/1. SIGNIFICANT EVENTS THIS PERIOD (DEFINE TIME PERIOD):

2. MAJOR EVENTS NEXT 24 HOURS:

3. NAVAL STATION MAYPORT DAMAGES (DETAIL AS REQUIRED) / IMPACT
(RED/YELLOW/GREEN) / COMMANDER'S INTENT

A. PERSONNEL (CASUALTIES/INJURIES/EVACUATED/ONBOARD)

B. FLEET ASSETS (PLANES, SHIPS: SORTIED/RETURNED/DAMAGES
SUSTAINED)

C. C2 FACILITIES (FACILITIES, COMMERCIAL/TACTICAL CIRCUITS/
SYSTEMS OUT OF COMMISSION)

D. MEDICAL/SHELTERS (CAPABILITY TO PERFORM MISSION)

E. AIRFIELD/PORT FACILITIES (OPEN/CLOSED/OPERATIONAL LIMITS)

F. UTILITIES (ELECTRIC, WATER, SEWER, GAS: OPERATIONAL LIMITS)

G. HAZMAT/HAZWASTE/POL RELEASES (DETAIL AS NECESSARY)

4. CIVIL AFFAIRS

A. MILITARY ASSISTANCE TO CIVIL AUTHORITIES

B. PUBLIC AFFAIRS ACTIVITIES

5. MSCA

A. ASSETS PROVIDED/DCO REQUESTS/TASKS

B. APPROXIMATE COST OF SUPPORT

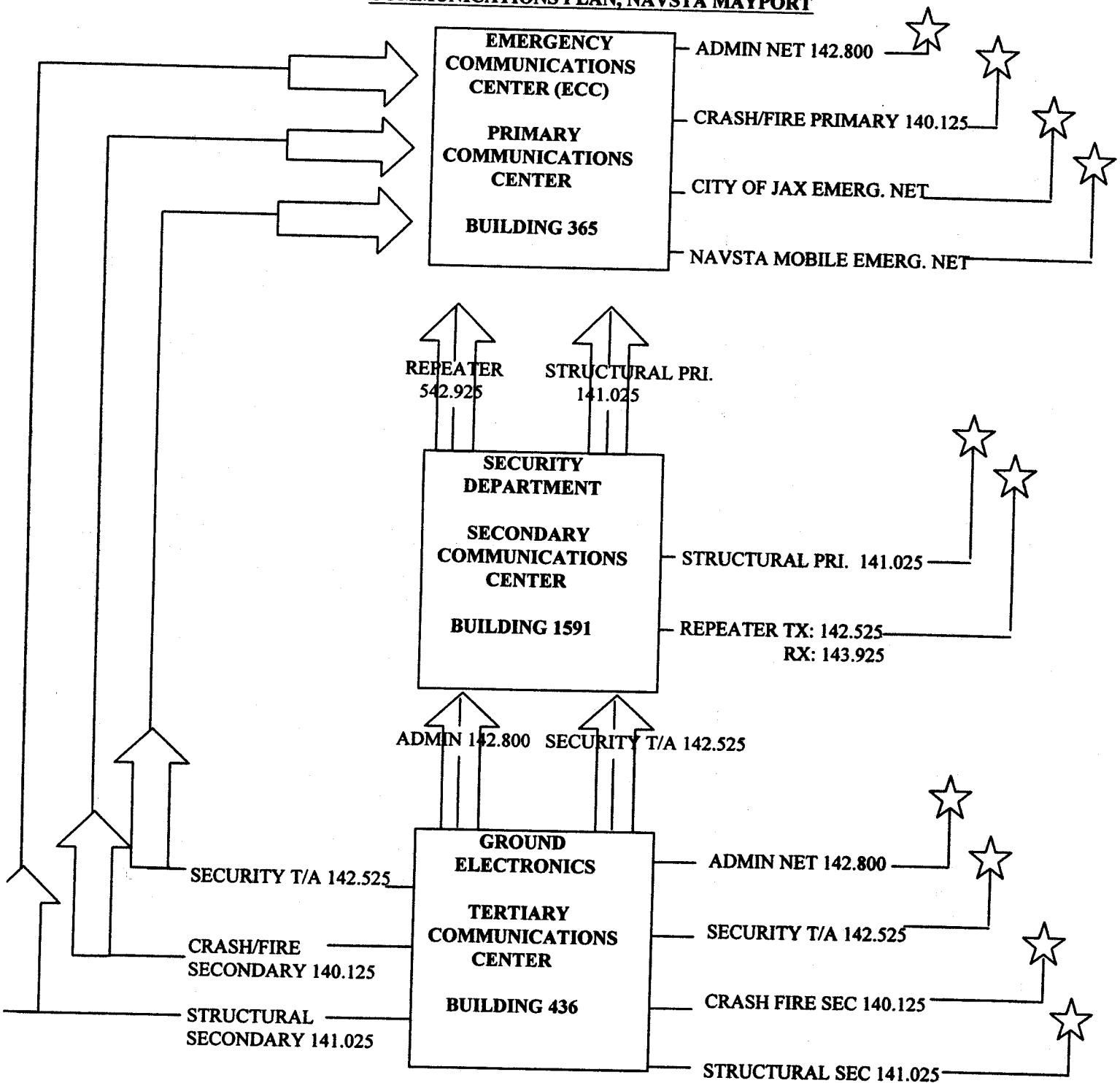
C. IMPACT ON OWN RECOVERY IF ANY

D. ANTICIPATED REQUESTS NEXT 24 HOURS

6. COMMANDERS ASSESSMENT (DESCRIBE OVERALL IMPACT TO BASE OPERATIONS,
COORDINATION OF RECOVERY EFFORTS, ANTICIPATED RETURN TO NORMAL
OPERATIONS, THINGS GOING WELL/NOT GOING WELL, ASSISTANCE REQUIRED OF
HIGHER AUTHORITIES, ETC.)

TAB R

COMMUNICATIONS PLAN, NAVSTA MAYPORT



TAB S

ESSENTIAL TELEPHONE NUMBERS

Red Cross Disaster Services		358-8091
	Fax	791-9236
City of Jacksonville Emergency Operations Center (EOC)		630-2472
	Fax	630-7820
CNRSE Disaster Preparedness	DSN	573-4840
	Fax	912-673-5358
	Com	912-673-4840
NAS Jacksonville Disaster Preparedness		542-5595
	Fax	542-4159
NAS Jacksonville Emergency Operations Center Bldg-10		542-4420
		542-4378
		542-4379
NCTS Trouble Desk		542-3570
	Fax	542-5134
Abess Park Elementary School	Principal	220-1260
	Cafeteria	220-1275
Landmark Middle School (Special Needs Shelter)	Principal	221-7125
	Cafeteria	221-8830
Sable Palm Elementary	Principal	221-8805
	Cafeteria	221-8807
Naval Station Mayport Emergency Management		270-5335
	Fax	270-6192

(D)

Add additional Department specific phone numbers here:

TAB T

HUMAN RESOURCE OFFICE LEAVE POLICY DURING ADVERSE WEATHER CONDITIONS

1. The primary objective of this Tab is to provide guidance regarding leave policy for civilian employees during periods of adverse weather. This policy is established to cover all commands serviced by the Human Resources Office, Jacksonville.
2. In situations of imminent adverse weather conditions, protection of life and property is of the utmost importance. Commands should review their adverse weather instructions and update their rapid recall bill information. It is also the responsibility of each command to determine which employees are considered essential, and to maintain and update lists of such employees for use during periods of reduced or suspended operations.
3. Adverse weather conditions are defined as (1) Major Cyclone Storms and (2) Small Area Storms. Brief descriptions of these types of storms and various stages of each are provided in this instruction.
4. Major cyclone storms include tropical storms and hurricanes. There are four conditions inherent to this type of storm. Each condition and the suggested leave policy are provided below:
 - a. TROPICAL STORM/HURRICANE CONDITION FOUR
 - (1) Continue operations as scheduled.
 - (2) Utilize liberal leave policy for all employees except those considered essential.
 - b. TROPICAL STORM/HURRICANE CONDITION THREE
 - (1) Utilize liberal leave policy for all employees except those considered essential.
 - (2) Continue indoor operations as scheduled.
 - (3) Modify outdoor operations according to present weather conditions.
 - (4) Cease outdoor operations as required. Provide indoor work for affected employees.
 - (5) If no work is available, send affected employees home on administrative leave for the remainder of the shift.

(6) Inform employees who are released that they will be required to use annual leave, advanced annual leave or leave without pay from the point the current shift ends until they are notified to return to work.

c. TROPICAL STORM/HURRICANE CONDITION TWO

(1) Utilize liberal leave policy for all employees except those considered essential.

(2) Continue indoor operations as scheduled, with capability to evacuate all personnel within 12 hours.

(3) Cease all non-essential outdoor operations, provide indoor work for affected employees.

(4) If no work is available, send affected employees home on administrative leave for the rest of the work shift.

(5) Inform employees who are released that they will be required to use annual leave, advanced annual leave, or leave without pay from the point the current shift ends until they are notified to return to work.

d. TROPICAL STORM/HURRICANE CONDITION ONE

(1) Send all non-essential employees home on administrative leave for the remained of the work shift.

(2) Inform employees who are released that they will be required to use annual leave, advanced annual leave, or leave without pay from the point the current shift ends until they are notified to return to work.

5. Small area storms include thunderstorms, tornadoes, and other forms of limited area destructive winds. There are two conditions inherent to this type of storm. Each condition and the suggested leave policy is provided below:

a. Thunderstorm Condition Two

(1) Continue all operations as scheduled.

(2) Normal leave policy in effect.

b. Thunderstorm Condition One

(1) Continue indoor operations as scheduled.

(2) Cease all non-essential outdoor operations.

(3) Provide affected employees with indoor work assignments until situation changes to Condition Two or all clear.

6. Employees may be directed to use annual leave during conditions which cannot be foreseen such as power or equipment failure, weather conditions affecting only certain kinds of work but not the activity as a whole. Generally, whenever an activity decides to suspend certain work operations due to such conditions, the following rules apply:

(R)

a. In cases of interrupted or suspended operations, employees who cannot be assigned to other work will be required to use annual leave, advanced annual leave, or leave without pay in all cases where 24 hours advance notice is given.

b. If 24 hours advance notice cannot be given, employees for who cannot be assigned to other work must be placed on administrative leave for the remainder of the current shift and informed that they must use annual leave, advanced annual leave, or leave without pay for any subsequent continuous absence until they are notified to return to work.

(R)

c. When neither 24 hours advance notice nor notice before the end of their immediately preceding shift is possible, employees who cannot be assigned to other work shall be excused and placed on administrative leave sufficient to cover the amount of their next scheduled shift. The employee will then be required to use annual leave, advanced annual leave, or leave without pay for any subsequent continuous absence required until they are notified to return to work.

(R)

7. Adverse Weather Conditions Affecting an Entire Activity

(R)

a. In our geographic area, the Commander, Navy Region Southeast (CNRSE) has the authority to determine if an emergency exists and to assess the impact on civilian employees. Proposed decisions by an activity commander at variance with a CNRSE decision must be coordinated with the latter before a final activity decision is made.

(A)

b. The Civilian Personnel Manual and DON Guidance and Advice Memorandum #72 govern the release of civilian employees in connection with adverse weather conditions affecting an entire activity. The use of administrative leave is allowed for group dismissals of employees in exceptional instances where working or commuting conditions are intolerable and the health of employees is endangered.

(A)

c. Per the Regional Commander, when events beyond the control of management or employees interrupt the normal operations of an activity, commanders may excuse (i.e. grant administrative leave to) employees for up to two consecutive workdays. When the circumstances continue to prevent employees from returning to work at the end of two days, commanders/commanding officers may authorize excused absences

(A)

- A) not to exceed three additional days. Commanders/commanding officers must ensure that group dismissals of employees in connection with extreme weather conditions are authorized only in exceptional instances where working or commuting conditions are intolerable and the health of employees is endangered. When it is anticipated that the need for additional excused absence exists, commanders/commanding officers will submit a request for a waiver to the five-day limitation through the chain of command to the Assistant Secretary of Defense, Force Management Policy.
- A) 8. When employees are on administrative leave during adverse weather conditions, they are to await notification from the activity on when to return to work. Notification could simply be directions provided by local radio and television stations. Regardless of the method used, each activity should develop its own notification procedure and communicate that procedure to employees. This process will ensure employees' safe and expedient return to work following abatement of adverse weather conditions.
- A) 9. For additional information or assistance regarding leave policies and procedures, contact your servicing Labor Relations Specialist.
- D)